

November 1, 2016

TO: ALL OFFERS

FROM: Dr. Annie Norman
Director Delaware Division of Libraries

SUBJECT: ADDENDUM TO INVITATION TO BID - CONTRACT NUMBER: STAFY17MPlan-200801 - Statewide Master Plan for Library Services & Construction 2017

ADDENDUM #1

1. What is the amount budgeted for this project in order to have the needed expertise?

There is no specific budget amount for this project. The RFP is a competitive bid process and we are seeking the most cost effective proposal to achieve the project objectives. The Scope of Services (Section II of the RFP) describes the project, outlines the deliverables and indicates that proposals should identify the various phases of the project, providing cost estimates and time estimates for each phase. A multi-year implementation is anticipated. Proposals should describe the resources needed to achieve the project objectives/deliverables as efficiently as possible; and proposal budgets should be developed as cost effectively as possible.

2. Can bidders submit proposals that address some but not all of the requested services, or do you require all services in one proposal? Specifically, we do not provide construction or architectural planning, but could team with one of our architectural partners for the construction portion of the work.

A response to all substantive requirements of the RFP is required.

RFP Section IV.B.2 indicates that “To be considered, all proposals must be submitted in writing and respond to the items outlined in this RFP. The State reserves the right to reject any non-responsive or non-conforming proposals.”

RFP Section IV.B.8 indicates that “Non-conforming proposals will not be considered. Non-conforming proposals are defined as those that do not meet the requirements of this RFP. The determination of whether an RFP requirement is substantive or a mere formality shall reside solely within the State of Delaware.”

The RFP allows for joint ventures and subcontracting.

RFP Section IV.B.13 indicates that “Multi-vendor solutions (joint ventures) will be allowed only if one of the venture partners is designated as the “prime contractor”. The “prime contractor” must be the joint venture’s contact point for the State of Delaware and be responsible for the joint venture’s performance under the contract, including all project management, legal and financial responsibility for the implementation of all vendor systems. If a joint venture is proposed, a copy of the joint venture agreement clearly describing the responsibilities of the partners must be submitted with the proposal.”

RFP Section IV.B.13.a indicates that “The State of Delaware expects to negotiate and contract with only one “prime vendor”. The State of Delaware will not accept any proposals that reflect an equal teaming arrangement or from vendors who are co-bidding on this RFP. The prime vendor will be responsible for the management of all subcontractors.

RFP Section IV.B.13.b indicates that “The vendor selected shall be solely responsible for contractual performance and management of all subcontract relationships. ... Use of subcontractors must be clearly explained in the proposal, and major subcontractors must be identified by name. The prime vendor shall be wholly responsible for the entire contract performance whether or not subcontractors are used. Any sub-contractors must be approved by State of Delaware.

All other terms and conditions remain the same.

If you have any questions, please contact me at 302-257-3001 or Annie.norman@state.de.us